



# Right-Click Shortcuts in Circulation

Ever tried right-clicking on items in CheckOut or CheckIn? You may find this shortcut to be very useful. Let's take a look at these shortcuts and what you can use them for.

## In the CheckOut wizard:

1. Open the CheckOut Wizard and bring up a patron. If that patron has items checked out or items on hold, they will display towards the lower part of the screen.
2. You can choose any of these items and right click anywhere on the row.
3. A list of quick actions for that item will appear.
4. Now, right from CheckOuts, you can renew an item that is already checked out, start a claims returned process, modify the due date, or discharge the item the item if the patron brought it to the desk to return, as well as many other options.
5. Additionally, left-clicking on the underlined Item ID or status will bring up a popup with item details, such as whether there is a hold on it, and how many renewals the patron has already had.

The screenshot shows the "Current user checkouts:3(\$0.00)" section of the CheckOut wizard. It contains a table with columns: Title, Item ID, Date Charged, and Date Due. The first row is "Blackberry winter : ..." with Item ID "39904000353803" and Date Charged "12/27/20". A right-click context menu is open over this row, listing actions such as "Bill User for Item", "Change Item ID", "Claims Returned", "Discharge", "Display Holds", "Display Item", "Display User", "Edit Item Note", "Mark Item Lost", "Mark Item Missing", "Modify Due Date", "Place Hold", "Renew As Seen", and "Renew As Unseen". Below the first table is a section for "Holds:4" with another table showing holds for the same item.

Title	Item ID	Date Charged	Date Due
Blackberry winter : ...	39904000353803	12/27/20	
Blizzard of the blue...	39904000106334	12/27/20	
Maeve's times : in ...	39904000329720	12/27/20	

Title	Item ID	Level	Status
2nd chance	GCLT0023524	TITLE	(unavailable)
The fault in ...	3990400032...	TITLE	(unavailable)
Patient H.M. ...	3990400034...	TITLE	(unavailable)
Amish Christ...	3990400034...	TITLE	(unavailable)

Right-click anywhere on the item row

Left-click on the underlined part of the item

The screenshot shows the "CheckOut : Glossary" window for item ID "39904000353803". It displays various details including the call number "FIC JIO", price "\$15.00", title "Blackberry winter : a novel", author "Jio, Sarah", and owning library "PWOOD...". It also shows the number of pieces (1), date due (1/24/2018,23:59), recall date due (12/27/2017,8:40), checked out date (12/27/2017,8:40), renewals (2), and renewals remaining (0). A "Close" button is at the bottom.

Item ID: 39904000353803  
Call number: FIC JIO  
Copy: 1  
Price: \$15.00  
Title: Blackberry winter : a novel  
Author: Jio, Sarah.  
Owning library: PWOOD...  
In this library: PWOOD...

Number of pieces: 1  
Date due: 1/24/2018,23:59  
Recall date due: 12/27/2017,8:40  
Checked out: 12/27/2017,8:40  
Renewals: 2  
Renewals remaining: 0  
Fine: 0  
Notices:--  
Overdues: Recalls: Last notice:

Circ rule: 28D-NFNG2  
Recalled: 12/27/2017,14:14  
Renewed: 12/27/2017,14:14  
Unseen renewals: 0  
Unseen renewals remaining: 2  
Claims ret:

Close

Right clicking on a hold will allow you to modify or remove the hold, among other things.

▼ Holds:4							
Title	Item ID	Level	Status	Placed	Pickup loca...	Pickup by	Expires
2nd chance	GCLT0023524	TITLE	(unavailable)	12/8/2017	PWOOD		
The fault in ...	3990400032...	TITLE	(unavailable)	12/27/2017	PWOOD		
Patient H.M. ...	3990400034...	TITLE	(unavailable)	12/27/2017	PWOOD		
Amish Christ...	3990400034...	TITLE	(unavailable)	12/27/2017	PWOOD		

Bill User for Hold  
 Display Item  
 Display User  
 Edit Item Note  
 Modify Hold  
 Place Hold  
 Remove Hold

Get User   Check Out Item   Check Out

Right-Click options in the CheckIn wizard:

Title	Item ID	Route/Transit To	Amount Billed
The fault in our ...	39904000326668	HOLD	

Bill User for Item  
 Change Item ID  
 Display Holds  
 Display Item  
 Display User  
 Edit Item Note  
 Mark Item Missing  
 Mark Item Used  
 Place Hold

Quickly modify holds while you are checking out to a patron

Right-Click options in the Renew User wizard:

Renew	Seen	Title	Item ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bee movie	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The fault in	

Bill User for Item  
 Change Item ID  
 Claims Returned  
 Discharge  
 Display Holds  
 Display Item  
 Display User  
 Edit Item Note  
 Mark Item Lost  
 Mark Item Missing  
 Modify Due Date  
 Place Hold

Play around with where you can right-click! It might allow you to complete a patron interaction all in one wizard instead of bouncing around.